

**SAPIENTIA EDUCATION TRUST**

**WYMONDHAM COLLEGE JOB DESCRIPTION**

**DESIGN & TECHNOLOGY (DT) TECHNICIAN**

**PERMANENT, 41 HOURS PER WEEK, TERM-TIME PLUS TWO WEEKS**

<b>Line Manager:</b>	Head of Technology
<b>Salary:</b>	Points 5-6 of the SET Support Staff Salary Scale <b>FTE</b> £21,575 - £21,968 per annum <b>Pro-rata</b> £19,086 - £19,787 per annum, including an allowance for holiday pay
<b>Residential Status:</b>	Non-Resident

**THE POST**

The Technician's primary role is to work as an integral part of the technology department, assisting technology staff in developing appropriate resources for teaching and learning, and preparing materials and resources for both group work with KS3 students, and individual project work for KS4/ KS5 students.

Opportunities to undertake further training to support student needs and professional development will be provided.

Wymondham College is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Technician are:

- Excellent communication and interpersonal skills;
- To be proactive in managing their time effectively
- Be flexible in managing and planning daily, weekly, and monthly workloads;
- Have good time management, planning and organisation skills;
- Able to work with minimum supervision and as part of a team.

The qualifications and previous experience required for a Technician are:

- A good level of literacy and numeracy;
- Computer literacy with Excel, search engines and email
- Previous experience with CAM equipment would be an advantage;
- Previous experience with 2D design, Solidworks and Versa Cut would be an advantage;
- Be familiar with Technology-specific HASAW, COSHH.
- To be willing to engage in further training in order to meet the needs of the department.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Design & Technology Technician is responsible to the Head of Department for supporting and assisting staff and students in the Technology Department. He/she is to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, materials, equipment furniture and fittings and undertaking learning activities with students under direction of the classroom teacher.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

#### *Assisting Staff & Students*

- The designing and making of jigs, formers and fixtures to aid teaching programmes;

- The setting up and checking of machinery and heat treatment equipment prior to practical lessons;
- Assisting with the construction and preparation of visual aids including mounting and display work;
- Instructing students on use of specialist equipment and assisting them with operation of such equipment;
- Assisting teaching staff with student supervision during practical work, taking small groups on occasion;
- Checking rooms are orderly at the end of the day and if no after school activities are taking place, lock up.

### *Machinery*

- The maintenance and cleaning of machines and ancillary equipment, on a regular basis, to ensure minimum breakdown;
- Regular inspection of machine tools to ensure proper standards of guarding and safety;
- Routine day to day servicing of machinery or equipment including CAM;
- Maintaining a well ordered working environment including helping to set up and pack away materials between lessons when required;
- Grinding, sharpening and other maintenance of cutting tools and equipment for machine or hand use;
- Minor repairs to machines and hand tools, which may sometimes require replacement parts to be made or purchased from manufacturers;
- Maintain the CAM equipment (laser cutters/ 3D printers/ CNC lathe/ CNC router/Plasma cutter in the department and troubleshoot any issues.

### *Ordering and record keeping*

- Operate and administer a stock control system in the workshop;
- Maintain health and safety records and requirements for tools and equipment;
- Maintain Technology-specific HASAW, COSHH and avoid potential hazard;
- To raise orders based on the requirements of the department, directed by the head of department;
- To keep a record of orders raised.

### *Other potential desirable attributes*

- Trained in First Aid;
- Minibus driving certificate;
- DATA H&S certification.
- Flexibility of working hours during peak times e.g., ability to start later / end later.

### **HOURS OF WORK**

Paid weeks	Term-time plus 2 weeks / 37 weeks
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Hours per week	41
Normal Working Pattern	Mon – Fri 08:30 - 16:30 Sat 8:30 – 12:00 (24 Saturdays per year)
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

## REMUNERATION

### Salary Details:

- Points 5-6 of the SET Support Staff Salary Scale
- **FTE** £21,575 - £21,968 per annum
- **Pro-rata** £19,086 - £19,787 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.